Create a Prior Authorization for an Expense

November 2025

Overview

Introduction: The QRG provides step-by-step instructions to help employees create and submit s prior authorization for an expense. You must have an approved prior authorization to submit an expense report.

Audience: All Employees

How To – Summary

Step 1: Sign in to Oracle Cloud.

Step 2: Navigate to the Expenses work area.

Step 3: Select the Authorization icon (crystal ball).

Step 4: Select Request Authorization.

Step 5: Enter expense details.

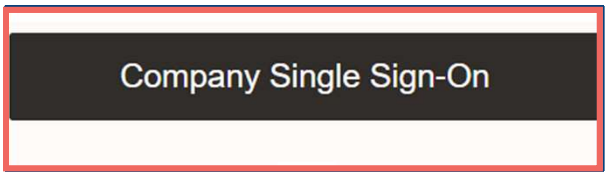
Step 6: Include any attachments like an itinerary or cost estimate by clicking the + icon.

Step 7: On the Estimate Expense screen, select appropriate options from the drop-downs. Then click Save and Close.

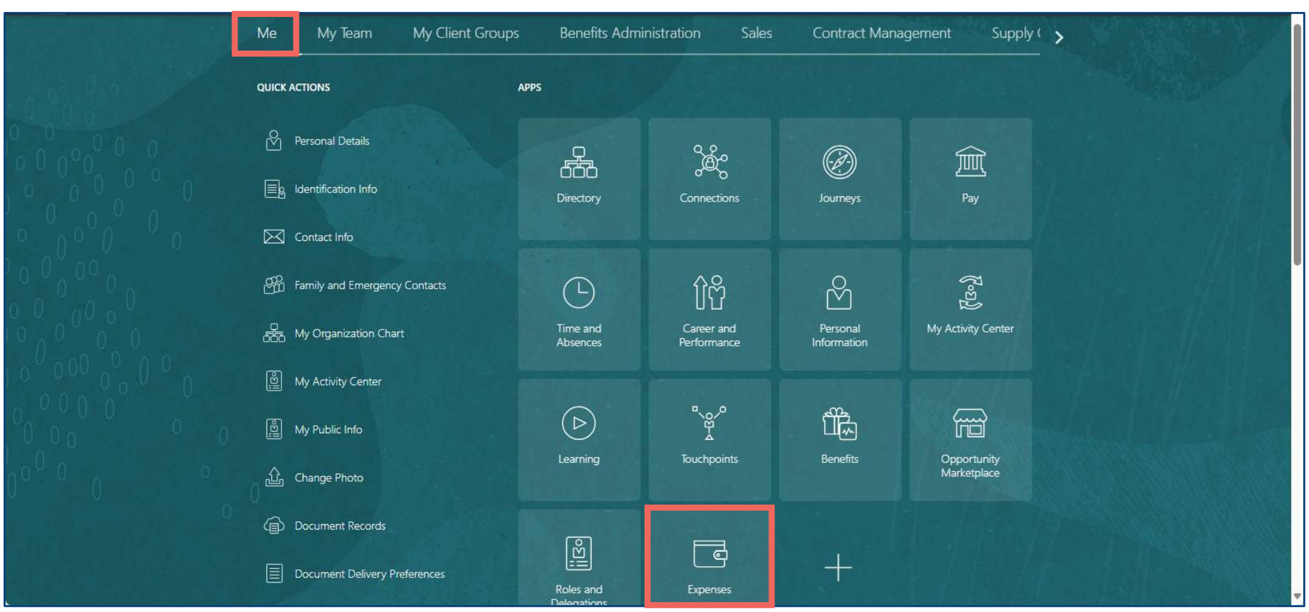
Step 8: Review all details then click Submit.

Initial Navigation

Step 1: Sign in using Single Sign-On (SSO): Click **Company Single Sign-On**, enter your **UUID** and **Password**, then click **Login**.

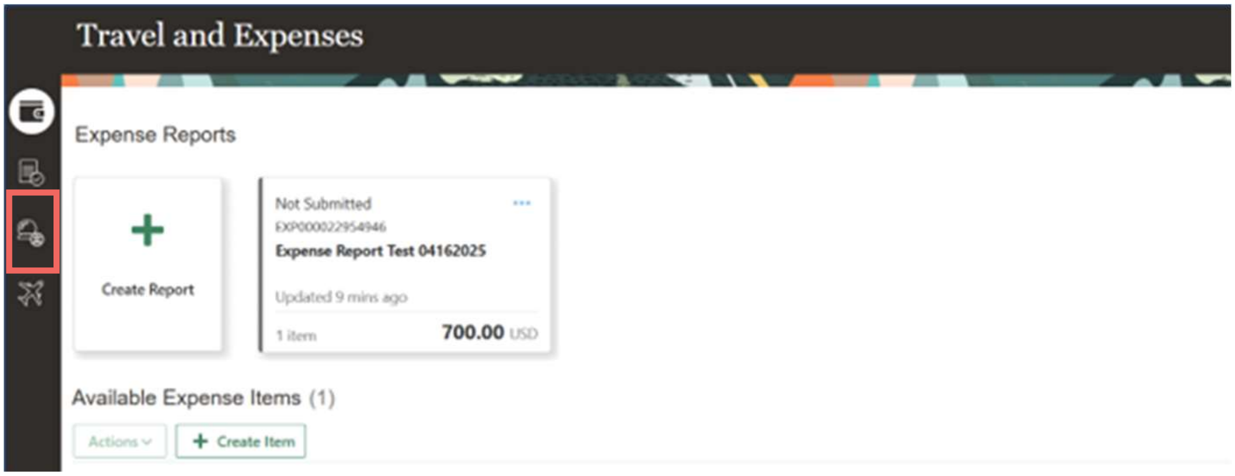


Step 2: On the Oracle **home page**, toggle to **Me** tab and click **Expenses**.

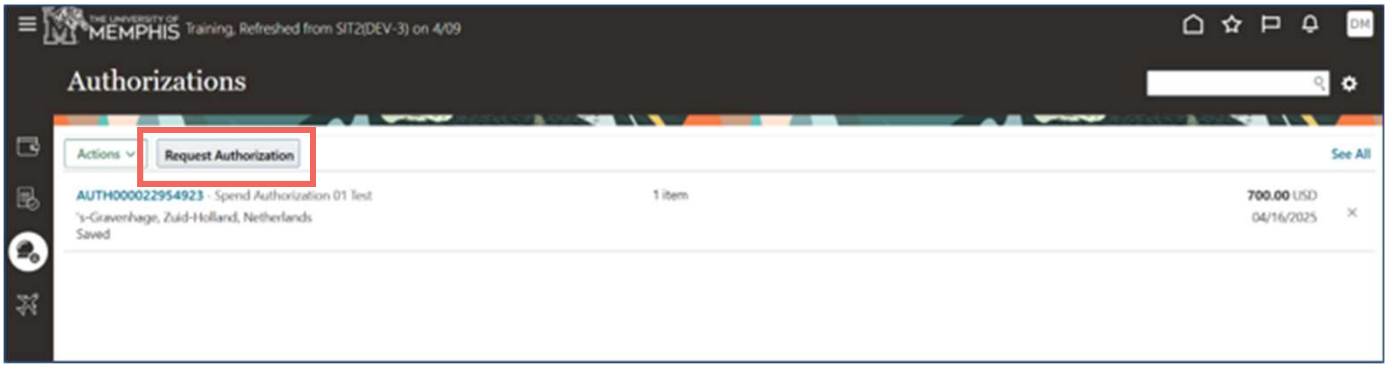


Create Prior Authorization

Step 3: Under the **Travel and Expenses** screen, click the **Authorization Icon** (crystal ball icon).

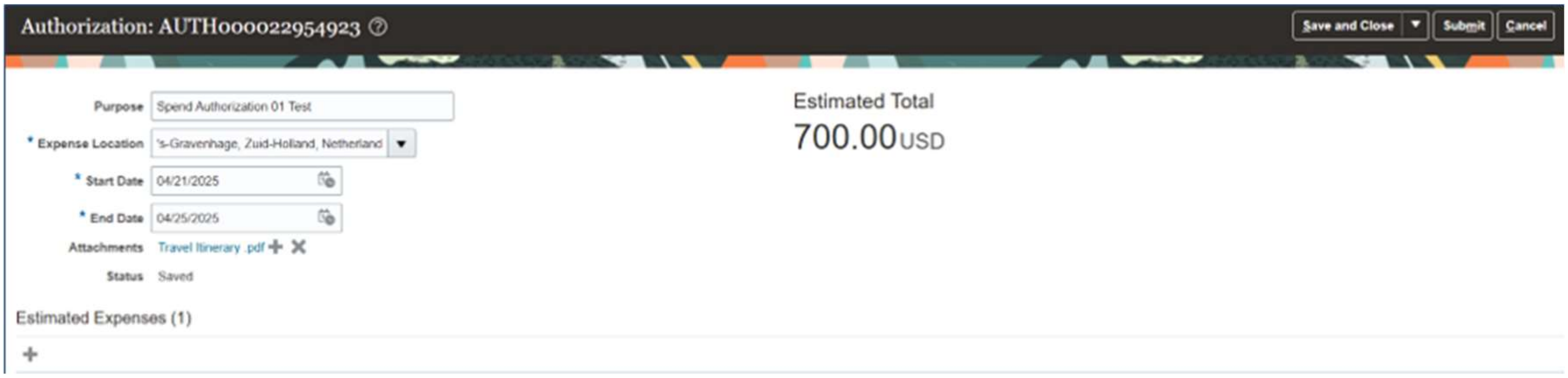


Step 4: Select **Request Authorization** to start a new pre-authorization request.



Add Estimated Expenses

Step 5: Enter as much detail as possible in the fields provided. Fields marked with an asterisk are required.

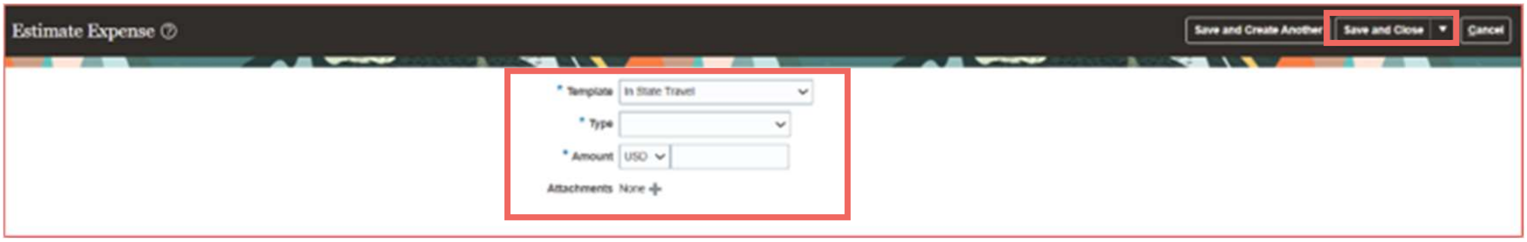


Step 6: Include **attachments**, such as the travel itinerary or cost estimates to your request. Click the + icon to add, and the X to remove.

Step 7: Click the **plus (+) icon** in the **Estimated Expenses** section to add expense estimates to your request.

Submit Prior Authorization

Step 8: The **Estimate Expense** screen will open. Select the appropriate options from the **drop-downs**, then click **Save and Close**.



Step 8: Review your details and click **Submit**.